



## DEPARTMENT OF DEVELOPMENTAL SERVICES EXAMINATION ANNOUNCEMENT



**OPEN**

### CLINICAL DIETITIAN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR: FAIRVIEW DEVELOPMENTAL CENTER**

#### CONTINUOUS FILING

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Faxed applications or resumes will not be accepted. Applications are available and MUST be filed in person or by mail with:

**FAIRVIEW DEVELOPMENTAL CENTER  
PERSONNEL/TESTING OFFICE  
2501 HARBOR BOULEVARD  
COSTA MESA, CA 92626**

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

#### QUALIFICATIONS APPRAISAL:

Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

**SALARY RANGE:** \$3211-\$3996

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Registration with the Commission on Dietetic Registration of the American Dietetic Association. (Applicants who are eligible to apply for registration will be admitted to the examination but must become registered to be eligible for appointment.)

and

Education: Equivalent to graduation from college with a major in Dietetics or Institutional Management from a coordinated undergraduate dietetic program or a formalized postbaccalaureate education program approved by the American Dietetic Association.

**NOTE:** Applicants must attach a valid copy of their registration to their applications.

**Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State institution, personal cleanliness, good sense of smell and taste; and freedom from communicable diseases.

#### THE POSITION

A Clinical Dietitian plans regular and special therapeutic diets for State facility residents; gathers information on resident's nutritional history and assesses

nutritional needs; documents and records individual nutritional assessments; assists and advises clinical personnel on any prescription for special diets; establishes recipes for use by food production personnel; authorizes substitution or modification of special diets; assists in the selection and training of dietary staff; assists in planning and conducting in-service training programs for food personnel and prepares reports.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**Qualifications Appraisal - Weighted 100.00%**

#### Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

#### A. Knowledge of:

1. Principles, practices, and theories of nutrition and dietetics.
2. Methods of planning, preparing, and serving food to a large number of persons.
3. Special dietary requirements of mentally or developmentally disabled persons.

#### B. Ability to:

1. Apply the principles and practices of nutrition and dietetics.
1. Assess nutritional status and develop nutrition care plans.
3. Communicate nutritional data to the written record and to the health care team.
4. Explain dietetic requirements to clients, staff, and others.
5. Keep records and prepare reports.
6. Analyze situations accurately and adopt an effective course of action.

#### ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to fill vacancies at **Fairview Developmental Center** only.

Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

Veteran's preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

#### TESTING PERIOD INFORMATION

A candidate may be tested only once during a testing period. The testing periods for this examination are January 1 through March 31; April 1 through June 30; July 1 through September 30; October 1 through December 31.

**BACKGROUND INVESTIGATION:** Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

**THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED ON 05/30/06  
SEE REVERSE FOR ADDITIONAL INFORMATION**

**CLINICAL DIETITIAN**

**CONTINUOUS FILING**

## GENERAL INFORMATION

It is the candidate's responsibility to contact the Fairview Developmental Center's Testing Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Fairview Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**VETERANS' PREFERENCE CREDITS** are awarded in open and open nonpromotional entrance examinations requiring *less than college graduation and two years of experience*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veteran's points are not eligible for career credits. No veterans' preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans' preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DT/O (Rev. 10/86) FDC 11/06

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**DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020**  
**Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054**

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<b>Agnews Developmental Center</b> 3500 Zanker Road San Jose, CA 95134-2299 Public: (408) 451-6000 TDD: (408) 432-0942	<b>Canyon Springs</b> 69-696 Ramon Rd. Cathedral City, CA 92234 Public: (760) 770-6260 TDD: (760) 770-2590	<b>Fairview Developmental Center</b> 2501 Harbor Blvd. Costa Mesa, CA 92626 Public: (714) 957-5121 TDD: (714) 957-5512	<b>Lanterman Developmental Center</b> 3530 West Pomona Blvd. Pomona, CA 91769 Public: (909) 595-1221 TDD: (909) 595-3971	<b>Porterville Developmental Center</b> 26501 Avenue 140 Porterville, CA 93257 Public: (559) 782-2222 (559) 782-2322	<b>Sierra Vista</b> 1251 Stabler Lane Yuba City, CA 95993 Public: (530) 822-7000	<b>Sonoma Developmental Center</b> P.O. Box 1493 Eldridge, CA 95431 Public: (707) 938-6339 TDD: (800) 735-2929
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**TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.**

**NOTICE OF CLOSE OF TESTING**

February 26, 2007

**EXAM TITLE:** CLINICAL DIETITIAN

**EXAM BASE:** OPEN-SPOT

**EXAM CODE:** 7FV24

**FINAL FILING DATE:**

MARCH 26, 2007

This notice announces the closing date for this examination. Applications may be filed in person by the close of business (4:30 p.m.) on **March 26, 2007** or mailed to:

**FAIRVIEW DEVELOPMENTAL CENTER  
PERSONNEL/TESTING OFFICE  
2501 HARBOR BLVD  
COSTA MESA, CA 92626  
(714) 957-5121**

Mailed applications must be postmarked no later than the final filing date indicated above. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will be held for the next examination. Faxed applications or resumes will not be accepted. Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. It is anticipated that interviews will be held during **April/May 2007**.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**